

Establishment Project – Year 2 Guidance for Completing the Year 2 Staffing Costs Template

This document shall serve as a resource guide for completing the staffing costs template for year 2. As a reminder, staffing costs in year 2 are only reimbursable at 75% - and of this total, the provider is still responsible for depositing the 21.3% non-federal match into a designated state VR account. Allowable training costs are still reimbursable at 100%.

The specific changes highlighted below are a result of findings from the Rehabilitation Services Administration as well as Contractor findings through the state’s 90 day audits being conducted by the Family and Social Services Administration (FSSA) Audit team, in coordination with the Bureau of Rehabilitation Services (BRS). The changes made to the year 2 templates correlate with the recent year 2 contract amendments (effective 4/1/18) and will **assist with reducing/eliminating the reduction or rejection of Establishment Project claims and reduce the documentation that must be submitted to the BRS and the FSSA Audit team during a desk review or onsite visit.**

- **POSITION NUMBER** (reminder, the *position* is funded through the project, not the employee)
For tracking purposes, all direct employment services staff **funded** through the Establishment Project, regardless of the percentage charged, will be assigned a standard position number. The numbers are pre-populated ‘001’ through ‘020’ and are locked cells on the template. Note: the assigned position number **must** match all other establishment project reporting templates (i.e. the training template and the quarterly narrative and metrics report). If the specific position has turnover (i.e. the person is no longer employed with the organization or restructuring of staff occurred), the position number/title will stay the same but the employee name will change.

Position Number
001
002
003

- The **POSITION TITLE** selected from the drop-down should never change from the assigned position number. The options are [Employment Specialist](#), [Job Development Specialist](#), [ES Supervisor](#), or [Job Coach](#). Note: the position titles were selected based on common positions listed in the original proposals submitted in response to the Request for Funding (RFF). Please select whichever title closely aligns with your staffing structure.

Position Number	List Employee Name	Select Position Title from drop down (for tracking purposes, this should never change from the assigned position number)
001	Sally Smith	▼
002		Employment Specialist Job Development Specialist ES Supervisor Job Coach
003		

- Select the direct service staff's **PROJECT YEAR OF HIRE** from the drop-down list. The options are [Year 1](#), [Year 2](#), or [Prior to Project with an Enhanced Role](#).

Position Number	List Employee Name	Select Position Title from drop down (for tracking purposes, this should never change from the assigned position number)	List Project Year of Hire	Report for (project)
001	Sally Smith		<input type="text"/> Year 1 Year 2 Prior to Project/Enhanced Role	
002				
003				

MONTHLY HOURS WORKED

List the **total number of hours** the direct service staff worked for the month (project-related or other).

Report ALL total hours worked for the month (project-related or other)
160
0

Of the total numbers hours reported, **only** list the hours spent on allowable project activities.

Of the total monthly hours worked, report only the hours spent on allowable establishment project activities (see above)
80
0

The *difference* for the unallowable activities (i.e. Pre-ETS, services to NON-VR applicants or eligible individuals) is a locked cell and will be calculated for you. The three columns combined provide BRS with the percentage charged by direct staff for the new/enhanced project activities.

Report ALL total hours worked for the month (project-related or other)	Of the total monthly hours worked, report only the hours spent on allowable establishment project activities (see above)	Hours spent on Unallowable Activities (i.e. Pre-ETS, services to NON-VR applicants or eligible individuals)
160	80	80
0	0	0

- **75% MONTHLY STAFFING COSTS (78.7% VR / 21.3% Contractor share)**

For year 2, you'll still identify the total monthly staffing costs representing the portion of time spent on new/enhanced project activities; however, **only 75% of the allowable staffing costs are reimbursable**. **Of the 75% staffing costs, the provider will still be invoiced for the 21.3% non-federal match to be deposited into a designated state VR account**. The 75% is a locked cell and will be calculated for you.

Total monthly staffing costs reflecting Allowable Hours (salary & fringe)	75% of Staffing Costs
\$1,500.00	\$1,125.00
\$0.00	\$0.00

- **APPLICABLE ONLY FOR VR CLIENTS**

Staffing costs charged to the project **must only** represent time spent by **direct service staff providing employment services to VR applicants or those eligible to receive VR services**, and/or, **staff providing coaching, mentoring, one-on-one guidance or counseling, or training to direct service staff**. Therefore, the drop-down must reflect 'yes.'

75% of Staffing Costs	Applicable only for VR clients?	Does this position provide coaching, mentoring, one-on-one guidance or counseling, or training to direct employment services?
\$0.00	Yes	▼
\$0.00	No	▼

- **COACHING, MENTORING, ONE-ON-ONE GUIDANCE OR COUNSELING, OR TRAINING TO DIRECT SERVICE STAFF**

Employment Services Supervisory staff who directly oversee employment services staff **may only charge** staffing costs towards the Establishment Project if the specific job responsibilities are **new** or **enhanced** **AND** are in direct correlation with providing coaching, mentoring, one-on-one guidance or counseling, or training directly to employment services staff.

Note: if the position is not a 'supervisor' but provides one or more of the aforementioned activities (i.e. an ES Team Lead or Training Coordinator), then the drop-down must reflect 'yes.' If the allowable staff member does not provide the aforementioned activities, then the drop-down should reflect 'no.'

Position Number	List Employee Name	Select Position Title from drop down (for tracking purposes, this should never change from the assigned position number)	List Project Year of Hire	Report ALL total hours worked for the month (project-related or other)	Of the total monthly hours worked, report only the hours spent on allowable establishment project activities (see above)	Hours spent on Unallowable Activities (i.e. Pre-ETS, services to NON-VR applicants or eligible individuals)	Total monthly staffing costs reflecting Allowable Hours (salary & fringe)	75% of Staffing Costs	Applicable only for VR clients?	Does this position provide coaching, mentoring, one-on-one guidance or counseling, or training to direct employment services?
001	Sally Smith	Employment Specialist	Year 2	160	80	80	\$2,500.00	\$1,875.00	Yes	No
002	Emily Walters	ES Supervisor	Year 1	160	30	130	\$1,900.00	\$1,425.00	Yes	Yes

- **CHANGES TO STAFFING POSITION FROM PRIOR MONTH**

Provide a brief description if there were any changes to the staffing position from the previous month (i.e. David Meyers vacated this position in March).

Provide a brief description if there were any changes to the staffing position from the previous month (i.e. employee A vacated position in January)
David Meyers vacated this position in March

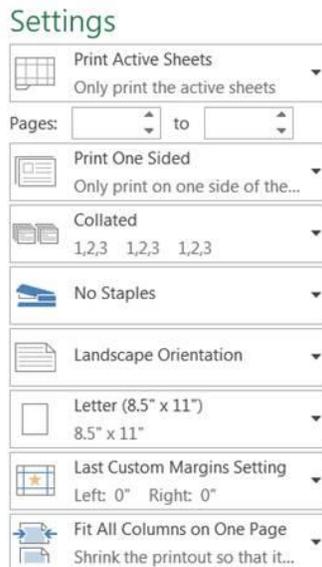
- **EXISTING EMPLOYMENT SERVICES STAFF PRIOR TO THE ESTABLISHMENT PROJECT**

In order for BRS to verify that only allowable staff and percentages of costs are billed, the provider must indicate all employment services staff hired prior to the establishment project and **NOT** charging staffing costs to the project. The positions numbers are pre-populated 'NonEstab01' through 'NonEstab20' and are locked cells. The position titles to select from are [Employment Specialist](#), [Job Development Specialist](#), [ES Supervisor](#), or [Job Coach](#). Reminder: the position titles were selected based on commonalities listed in the proposals submitted in response to the RFF. Choose the title that closely matches your staffing structure. The 'Year of Hire' description are also locked cells.

LIST ALL EXISTING ES STAFF HIRED PRIOR TO THE ESTABLISHMENT PROJECT AND NOT CHARGING STAFFING COSTS			
Position Number	List Employee Name	Position Title	Year of Hire
NonEstab01	Michelle Phillips	ES Supervisor	Prior to Establishment Project; not charging any staffing costs to the project
NonEstab02	Darryl Williams	<div style="border: 1px solid black; padding: 2px;"> Employment Specialist Job Development Specialist ES Supervisor Job Coach </div>	Prior to Establishment Project; not charging any staffing costs to the project
NonEstab03			Prior to Establishment Project; not charging any staffing costs to the project

- **EMAIL THE TEMPLATE AS A PDF**

Submit the templates as a pdf using the following print settings:



Questions regarding the revised staffing template may be submitted to establishmentproject@fssa.in.gov